



STATEWIDE PROMOTIONAL EXAMINATION POLICE MASTER SERGEANT

ANNUAL \$60,931
SALARY: \$81,387

SALARY
GROUP: PS 16

APPLICATION CLOSING
DATE: OCTOBER 5, 2012

EXAM
NO: 121550SPMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: At the Community-Technical Colleges, this class is accountable for supervising the police and all related security functions at a Community-Technical College. At a Department of Mental Health and Addiction Services facility, this class is accountable for serving as second in command of a Public Safety Unit. At the Office of the Commissioner, Division of Safety Services, this class assists the Police Captain in the administration and management of information systems, policies and procedures for the entire division. At the Department of Transportation, Groton/New London Airport, this class is accountable for supervising the police and/or related security functions at the Airport. At the University of Connecticut, this class is accountable for supervising the police and/or related security functions at a university branch or a specialized operational unit at the main campus.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **OCTOBER 5, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Four years of experience as a Police Officer in an organized police department or within state service.

SPECIAL EXPERIENCE: Two years of the General Experience must have been at the level of Police Sergeant.

SUBSTITUTION ALLOWED: A Bachelor's degree may be substituted for one year of the General Experience.

SPECIAL REQUIREMENTS: (1) Applicants and incumbents in this class must possess and retain authority from the Commissioner of Public Safety to "arrest and present before a competent authority any person for any offense committed within his precinct". (Connecticut General Statutes, Section 29-18). (2) Incumbents in this class must possess and retain a valid Connecticut Motor Vehicle Operator license. (3) Candidates for this class are subject to selection standards pursuant to 7-294(a) (e) and the regulations of the Police Officer Standards and Training Council.

PHYSICAL REQUIREMENTS: Incumbents in this class must be in good health and must have and retain sufficient physical strength, stamina, and agility, visual and auditory acuity to perform the duties of the class. Applicants may be required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be exposed to unpleasant and/or dangerous situations which could cause injury or loss of life, uncomfortable weather conditions and/or confinement within a vehicle for prolonged periods.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of police and security practices and procedures; knowledge of police administration; knowledge of relevant state and federal laws, statutes and regulations; knowledge of criminal law and court procedures; knowledge of traffic control practices and procedures; basic knowledge of training practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)
 - (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. Provide a brief history (2-3 pages in length) of your law enforcement career including the various assignments you have had, the ranks you have held, the length of time in each position, the setting and population with whom you worked, and your major supervisory and non-supervisory responsibilities as well as your responsibilities for performing investigations. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by October 5, 2012.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by November 16, 2012.** (8) A separate application/examination package must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://www.das.state.ct.us/exam>) and at any state agency.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities and military veterans.